

CITY COUNCIL CHAMBERS USAGE PERMIT



Submit to:
Media Services Center
31 E 5th St
Tempe, AZ 85281
480.350.8474 480.350.8886 (fax)

Today's Date: _____ Expected Attendance: _____
Name of Organization: _____
Responsible Party: _____ Phone: _____
Address: _____ City: _____
Purpose: _____
Special Requirements: _____

Date of Event	Hours of Event
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- Reservations must be made at least three (3) weeks in advance.
- Permittee is responsible for the set-up and takedown of special equipment for the facility listed above. Permittee is also responsible for cleaning up any materials used during the event.
- Forfeit of facilities occurs after one-half hour of your start time if permittee is not present.
- Bring your copy of this permit to the event.
- Audio-visual equipment is only available for use by permittee from 8:00am to 4:00pm, Monday through Friday (excluding city holidays). Audio-visual equipment requests must be requested above under "Special Requirements." Provision of such equipment is the sole responsibility of the permittee for after hour or weekend usage.
- FIREARMS OR DEADLY WEAPONS ARE PROHIBITED IN CITY FACILITIES per (ARS 13-3102). If you have any questions contact Tempe Police Department 350-350-8311.

Notice to Facility Users

The use of facilities may involve some risk of injury relative to the activities conducted therein and all users shall assume these risks. The City of Tempe DOES NOT provide accident insurance for the users of facilities and is not responsible for injuries sustained. By signing this permit it is your responsibility to inform all members of your group/organization of the above. This permit is revocable at any time for cause by the City Manager or authorized representative. Facility user shall comply with the Americans with Disabilities Act in the use of this public facility.

Rescheduling and Cancellation Policy

Users may reschedule ONCE by phone. If further scheduling is necessary, it must be submitted in person or in writing to the Media Services Center a minimum of three (3) weeks prior to the reservation date. Rescheduling will be based on the availability of the Council Chambers and staff. Cancellations must be received at least 48 hours before the reservation date. Failure to cancel reservations will result in having the permittee and organization's use privilege revoked for one (1) year.

I have completely read this permit and fully understand the policies involved.

Request taken by: _____ Signed: _____ Date: _____
(City Employee) (Responsible Party)

rev. 3/2/05